

2015

Topic Team Agendas

Strategic Planning Development Team

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Topic Team Agendas

Topic Team Kickoff

- Review overall process
- Go over the Topic Team Toolkit
- Describe role of chair, elect a team leader(s)
- Describe role of staff person
- Talk about recurring meetings
- Go over next meeting agenda
- Identify research needed
- Equity lens orientation

Topic Team meeting #2 – SWOT

- Develop initial SWOT of current state of “topic”
- Identify any areas of outreach needed by team
- Assign a subgroup to bring an overview of current higher education trends that are impacting this topic
- Identify any additional information needed by team
- Determine whether a Town Hall will be needed by Topic Team

Topic Team meeting #3 – Initiatives

- Develop initial list of Initiatives
- Establish goals/objectives

Topic Team meeting #4 – Initiatives, part II

- Review additional information relating to initiatives
- Review work of subgroup regarding overview of current higher education trends that are impacting this topic
- Make final changes to objectives

Topic Team meeting #5 – Wrapping Up

- Review additional information relating to initiatives
- Make final edits to Topic Team submission